

FY 2008 Municipal Sustainability Grant Application for Technical Assistance



Commonwealth of Massachusetts

Department of Environmental Protection

This application was designed to be completed electronically on your computer using Microsoft Word and to be submitted with your eDEP electronic grant submittal. If you are unable to complete this form electronically, you may contact our ADA coordinator at 617-574-6872 for an alternative format.

Complete this application **electronically** if your municipality or regional group wishes to apply for one or more of the items listed below. Carefully read the individual instructions and answer every question for each Technical Assistance Grant you are applying for, as they vary by type. Questions not answered will be considered incomplete.

Applicant Information

Municipality/Regional Group:

Address:

Phone:

Fax:

Recycling Contact:

Title:

E-mail Address:

Regional Application: Check here if this is a regional application: ☐

Rank the grant item(s) you are requesting in order of priority, (#1 = first choice, #2 = second choice, etc.) in the column on the left below.

Priority

Pay-As-You-Throw Planning Assistance (In-Kind Assistance Only)

Municipal Planning and Contracting Assistance (In-Kind Assistance Only)

Mandatory Recycling Enforcement Coordinator

Waste Reduction Initiatives

Climate Protection Grants

The CY2006 Municipal Recycling Data Sheet must be completed for EACH MUNICIPALITY applying for a technical assistance grant, including all municipalities participating in a regional group application.

If you have not already submitted your Recycling Data Sheet(s), please attach to this application. Applicants that have **not** submitted their Data Sheet by Sept 13, 2007 **will be considered ineligible**.

Applications & Data Sheets are due at MassDEP Boston at 5:00 PM, Sept. 13, 2007.

Grant Conditions:

Our municipality has made a Buy Recycled* commitment by adopting an ordinance, by-law or policy to buy products made of recycled content in lieu of virgin products (when recycled products are readily available, of comparable quality and cost competitive).

I am the municipal official with authority to apply for and accept state grants, and I certify that the information provided here is accurate to the best of my knowledge:

Print Name:

Date:

Title:

***NOTE:** All municipalities submitting an FY2008 Municipal Sustainability Application must submit a completed 2006 Recycling Data sheet by the September 13, 2007 deadline and have a Buy Recycled Policy in order to be eligible for a grant.

Technical Assistance Grants General Information

To streamline the application process this year, MassDEP has created standardized Technical Assistance application pages for five (5) project types.

- ⇒ Pay-As-You-Throw Planning Assistance (In-Kind Assistance Only)
- ⇒ Municipal Planning and Contracting Assistance (In-Kind Assistance Only)
- ⇒ Municipal/Regional Recycling Enforcement Coordinator
- ⇒ Waste Reduction Initiatives
- ⇒ Climate Protection Initiatives

Eligible applicants: Applications will be accepted from the following entities:

- Municipalities
- Regional government entities, such as solid waste management districts, that have a government vendor number
- Non-governmental entities that have obtained a government entity (e.g. a city, town) to sponsor the application and whose proposal is of a direct benefit to the municipality(s). These organizations could include conservation districts, regional planning organizations, and non-profit organizations.

MassDEP encourages partnerships between municipalities, public schools and school districts, non-profit organizations, and municipal departments (e.g. boards of health, conservation commissions, etc). If you have questions about partnerships relative to your grant, please call Regan Clover at 617-292-5707.

Individual Municipal Applications: Municipalities and their departments, school districts, boards or commissions should **submit ONE** municipal application to MassDEP. This application may contain multiple technical assistance requests. If multiple technical assistance requests are submitted, the municipality should rank the requests in order of priority.

Regional Group Applications: A regional application that is submitted by more than one municipality must identify a lead municipality to serve as the contracting agent on behalf of the regional group. The lead municipality should submit the only application for the group. The lead municipality will enter into a contract with MassDEP, will accept funds provided, and will be responsible for overseeing execution of the terms and scope of the contract. Please identify the lead municipality for your regional group in your proposals.

Use of Funds: If funds are awarded as part of your technical assistance grant, they may be used to hire a project coordinator or consultant, purchase equipment or supplies, or to cover certain operating costs for pilot programs only. Grant monies are provided on a reimbursement basis, therefore grant applicants must have the ability to pay for project costs up front and then be reimbursed by MassDEP. *Note: Technical assistance grants are not for the daily management and operational costs of municipal solid waste and recycling programs.* **Note: All funded projects must provide MassDEP with a detailed final report describing the accomplishments, barriers, costs (if appropriate) and lessons learned.**

Technical Assistance Grant Deadline:

September 13, 2007 - 5:00 pm

NOTE: If submitting your application **via eDEP**, applicants may submit up **until midnight**, September 13th, 2007.

MassDEP Technical Assistance Support: MassDEP staff members are available to answer your questions and advise you on any proposals prior to submittal. **You are strongly encouraged to contact MassDEP staff to discuss your proposal ideas prior to submitting the grant application, particularly for larger projects.** Listed below are the MassDEP staff members to contact for specific project areas.

Pay-As-You-Throw Program Assistance	Joseph Lambert	617-574-6875
Mandatory Recycling Enforcement Coordinator	Brooke Nash	617-292-5984
Municipal Planning and Contracting Assistance	Regan Clover	617-292-5707
Waste Reduction Initiatives	Brooke Nash	617-292-5984
Climate Protection Grants	Brooke Nash	617-292-5984

IN-KIND TECHNICAL ASSISTANCE ONLY

Pay-As-You-Throw Planning Assistance

For municipalities developing a Pay-As-You-Throw program

Municipality/Regional Group:

Contact Name/Title:

Phone:

Fax:

MassDEP is offering “**in-kind**” technical assistance grants to assist municipalities in the various stages of planning and/or implementing a new “Pay-as-You-Throw” (PAYT) program. This grant provides up to 80 hours of technical assistance from a MassDEP Municipal Assistance Coordinator (MAC) to assist in all aspects of planning or implementation including cost benefit analysis, Request-for-Proposals development, and public education.

For more information on starting a PAYT program, call Joseph Lambert at (617) 574-6875.

1. Is your community's trash collected via: ☐ **curbside** ☐ **drop-off** ☐ **neither**
2. What steps, if any, have been taken to explore or implement PAYT?
3. Name/Title/Municipal Department that is responsible for overseeing municipal solid waste/recycling program?
4. If curbside, is there a solid waste/recycling collection contract in place? If so, when does the contract expire and/or is there a provision to implement PAYT mid-contract?

IN-KIND TECHNICAL ASSISTANCE ONLY

Municipal Planning & Contract Assistance

*Please check the category for which you are interested in receiving assistance
and complete the information below.*

Municipality/Regional Group:

Contact Name/Title:

Phone:

Fax:

MassDEP is offering in-kind technical assistance (up to 80 hours) from Municipal Assistance Coordinators (MACs) for the following projects:

A: ☐ Recycling/Solid Waste Planning: to develop recommendations and/or plans to increase recycling or diversion rates. This can be:

- a comprehensive or targeted plan that covers all of the municipality's recycling and waste reduction programs or focuses on a particular program component;
- implementation of a specific recycling/waste reduction initiative;
- assessment of your municipality's current recycling/solid waste programs;
- identifying opportunities for improving your recycling program performance;

To be eligible for this grant, you must assign a municipal official with access to decision-makers to serve as a contact and coordinator for this planning process.

1. Briefly describe the type of assistance you are seeking and how it's important to the advancement of your program:
2. What municipal officials need to be involved in developing this plan or program? Who would serve as the lead contact for this grant?
3. Are there any particular timing issues or concerns relative to your recycling/solid waste program?

B: ☐ Solid Waste/Recycling Contract Assistance to:

- evaluate municipal solid waste and recycling contract(s) and make recommendations that will result in increased recycling;
 - improve program efficiency and stimulate increased competition during the bidding process;
 - Municipalities that plan to go out to bid or negotiate a new contract that takes effect on or after July 2008 are good candidates for this grant.
1. When does your current solid waste/recycling contract(s) expire? If you have multiple contracts, please list each one and their expiration dates.
 2. What are your major concerns with your current contract and what goals do you have for your new contract?
 3. What department(s) is/are responsible for developing the new bid documents and new contract?

Mandatory Recycling Enforcement Coordinators

For municipalities & groups of municipalities with populations greater than 25,000

Regional Group:

Contact Name/Title:

Phone:

Fax:

Lead Municipality:

MassDEP is accepting applications for funding for Recycling Enforcement Coordinators to assist a municipality or group of municipalities with enforcing mandatory curbside recycling. An enforcement coordinator will provide technical assistance on municipal recycling enforcement which could include:

- working with haulers and residents to educate them and enlist their cooperation on recycling rules;
- following trash and recycling routes to ensure hauler and residential compliance;
- issuing violation notices and oversee outreach to chronic noncompliant households;
- tracking recycling participation rates;
- serving as point of contact for residents regarding community's enforcement program.

The grant will reimburse up to \$15/hour, not to exceed \$50,000 of a **new** enforcement coordinator's salary for 18-24 months. Funds cannot be used to pay for an existing coordinator's salary. **Municipalities providing matching funds and serving large populations will receive priority. A 50% matching of funds is required of all recipients in year 2.**

A regional application must identify a lead municipality that will enter into a contract with MassDEP, accept the funds provided, and be responsible for overseeing execution of the terms and scope of the contract.

1. Please list the municipality(ies) that would use the services of the coordinator:
2. What is the population of the participating municipalities?
3. Does the municipality(ies) currently have a Memorandum of Understanding or Intermunicipal Agreement in place to share the resources of the coordinator? ☐ **yes** ☐ **no** ☐ **not applicable**
4. *If no, please attach letters of interest from all participating municipalities and indicate the timeline and remaining steps necessary to put an agreement in place:*
5. Indicate in which municipality and department the enforcement coordinator's office would be located:
6. Identify matching funds or in-kind services that will be provided for the coordinator:
7. Identify the top priorities the coordinator would address in the first year and in the second year:
8. Does each municipality have a mandatory recycling ordinance with financial penalties for non-compliance? If not, would the municipalities be willing to adopt such an ordinance?

Waste Reduction Initiatives

For communities or regional group initiatives that will impact constituents of at least 3 municipalities or populations of 50,000 or more. Groups with larger populations will be given priority consideration.

Municipality/Regional Group:

Contact Name/Title:

Phone:

Fax:

This grant provides up to \$50,000 over 2 years, and if requested, up to 80 hours of in-kind assistance, for the implementation and development of large waste reduction initiatives. Eligible projects will have a minimum budget of \$10,000 and are limited to the following areas:

- ⇒ Food Waste Diversion Programs
- ⇒ School Waste Reduction Efforts
- ⇒ New Multi-family/Business Recycling Program Assistance
- ⇒ Household Hazardous Waste Program Development
- ⇒ Increasing Paper and/or Cardboard Collection
- ⇒ Construction and Demolition Waste Diversion Programs

Awards will be targeted towards municipalities that are able to provide in-kind services and matching funds, and that demonstrate the commitment of chief elected and administrative officials.

1. Please provide project title consisting of 8 words or less:
2. Describe the project you are proposing in general terms (one paragraph):
3. Identify the project goals and objectives and the reason why this grant is important to your community/ies:
4. Identify the *key milestones* and *tasks* to be accomplished:
5. Provide a timeline identifying when specific tasks will be completed. *Projects that may require multiple years of funding should include yearly goals, deliverables and budgets:*
6. Describe how you will evaluate or measure the success of the proposed project. If appropriate, discuss baseline data available and data collection methodologies:
7. Provide a detailed budget for the project identifying all items or services for which you are requesting funding, including equipment, in-kind assistance, outreach materials, coordinator or consultant costs, etc.:
8. Identify any matching funds or services-in-kind that the applicant will provide:
9. Identify the municipal staff person who will serve as the project coordinator and other key personnel such as consultants or subcontractors that will be involved:
10. What municipalities will be partnering on this initiative?
11. Identify key stakeholders as appropriate:
12. If this is a regional initiative, please describe the mechanism that will be used among partner communities (e.g. Memorandum of Understanding, Inter-Municipal Agreement)

Climate Protection Grants

Municipality/Regional Group:

Contact Name/Title:

Phone:

Fax:

In support of the Commonwealth's Climate Protection Plan, MassDEP is offering financial assistance to cities and towns that have established local climate protection goals or programs. Grants are for support of activities identified in a community's Local Action Plan or other climate protection planning document. Applicants may request up to \$50,000 over 2 years. Funds may be used for capital purchases, equipment, education and outreach, interns, project consultants and other start-up costs associated with specific climate protection initiatives. Funds may also be used for certain operating costs for pilot programs only.

Eligible Applicants – IMPORTANT

To be eligible, a Massachusetts city or town must be registered or in the process of becoming a Cities for Climate Protection (CCP) member or meet comparable criteria as of October 1, 2007. Municipalities interested in becoming a CCP partner should review information included in the Municipal Sustainability Grant Companion Document located at <http://www.mass.gov/dep/recycle/recawgr.htm> to learn more or visit www.iclei.org

Eligible Projects: Requests to fund operating costs of existing programs will NOT be considered. Eligible projects include, but are not limited to the following:

- Installation of pedestrian and bicycle amenities; (bicycle racks, bike lanes and improvements)
- Assistance preparing GHG emissions inventory;
- Low energy traffic signals/street lighting;
- Renewable energy production (solar panels; micro-wind turbines, anaerobic digestion)
- Green building projects (green roofs, lighting, ventilation, etc.)
- Transportation related initiatives (idling reduction campaigns or emissions control devices, alternative fuels, and low emission vehicles);
- Community tree-planting programs;
- Energy audits for municipal buildings;
- Public education campaigns (energy conservation, carpooling, public transit, biking);
- Development of guidelines for municipal purchasing of renewable energy;

1. Please provide project title consisting of 8 words or less:
2. Describe the project you are proposing in general terms (one paragraph):
3. Identify the project goals and objectives:
4. Identify the *key milestones* and *tasks* to be accomplished:
5. Provide a timeline identifying when specific tasks will be completed. *Projects that may require multiple years of funding should include yearly goals, deliverables and budgets:*
6. Describe how you will evaluate or measure the success of the project. If appropriate, discuss baseline data available and data collection methodologies:
7. Provide a detailed budget for the project identifying all items or services for which you are requesting funding, including equipment, outreach materials, coordinator or consultant costs, etc.:
8. Identify any matching funds or services-in-kind that the applicant will provide:
9. Identify the municipal staff person who will serve as the project coordinator and other key personnel such as consultants or subcontractors that will be involved.
10. If this is a regional initiative, provide documentation (e.g. letters of commitment) from partner municipalities and identify participants (cities, towns, regional groups) below.